



LOS ANGELES COUNTY
**CONSUMER &
BUSINESS AFFAIRS**

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Director

Los Angeles County
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January 15, 2016

REQUEST FOR INFORMATION

**MINIMUM WAGE ORDINANCE
EDUCATION AND OUTREACH SERVICES**

The County of Los Angeles Department of Consumer and Business Affairs (DCBA) is seeking information from organizations that conduct outreach to low wage workers and provide them with education and assistance.

This Request for Information (RFI) is intended to identify providers that are interested and qualified to provide education, outreach, counseling, one-on-one consultations, and referral services to workers who were not paid minimum wage, or wages they were owed by law. The County is interested in organizations that can provide services to workers in a variety of languages and in the diverse communities within the unincorporated areas of Los Angeles County.

The Los Angeles County Minimum Wage Ordinance

The Los Angeles County Minimum Wage Ordinance (MWO) was enacted by the Los Angeles County Board of Supervisors and became law on October 29, 2015.

The ordinance requires employers in the unincorporated areas of Los Angeles County with twenty-six (26) or more employees to pay a minimum wage of \$10.50 starting July 1, 2016. The minimum wage increases each year thereafter culminating in an hourly wage of \$15.00 on July 1, 2020.

For employers with twenty-five (25) or fewer employees, the \$10.50 minimum wage becomes effective July 1, 2017, and increases each year thereafter culminating in an hourly wage of \$15.00 on July 1, 2021.

Beginning July 1, 2022, the minimum wage for all workers increases annually based on the Consumer Price Index for Urban Earners and Clerical Workers.



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dcba.lacounty.gov

The Wage Enforcement Program

On November 17, 2015, the Board of Supervisors approved a County Wage Enforcement Program (WEP) and designated DCBA as the agency responsible for enforcement of the County's MWO.

DCBA is responsible for educating employers and workers on their rights and responsibilities under the MWO, providing a system to receive worker complaints, conducting timely investigations, and working to recover unpaid wages. The Board of Supervisors also directed DCBA to conduct outreach to employers and workers concerning the new MWO and to ensure culturally competent and linguistically appropriate communication to the full diversity of communities regarding the MWO and remedies available to workers for redress.

Desired Qualifications

DCBA is seeking information from providers who:

- Currently operate in Los Angeles County and;
- Have experience providing outreach, training, counseling or educational services to workers concerning minimum wage issues, worker's rights, or failure to receive wages as required by law.

Interested Providers

DCBA requests that organizations interested in providing outreach services to difficult to reach and low wage workers in the many language and cultural communities within the unincorporated areas of Los Angeles County submit a response to this RFI.

Interested and experienced providers should complete the attached questionnaire and return it to:

Wendy Myring
County of Los Angeles
Department of Consumer and Business Affairs
500 West Temple St., Room B-96
Los Angeles, CA 90012

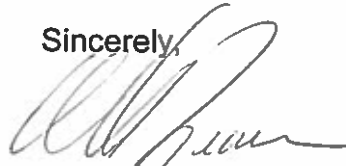
Responses to this RFI must be received by Monday, February 15, 2016.

Please share this RFI with interested and qualified parties.

Responses are non-binding. The County shall neither be obligated in any way to make an award as a result of this RFI, nor issue a subsequent Request for Proposal. In no event shall the County be responsible for the costs of preparing a response to this RFI. The County shall not incur any liability in connection with this RFI. Responses to this RFI shall not be considered confidential. The County reserves the right to use any, all, or none of the information gathered via this RFI in the preparation of a future solicitation.

If you have questions, please contact Tim Bissell, Consumer Affairs Specialist by email at: tbissell@dcba.lacounty.gov

Sincerely,

A handwritten signature in black ink, appearing to read 'Maggie Becerra', written over the word 'Sincerely,'.

MAGGIE BECERRA
Chief Consumer Affairs Representative

ATTACHMENT

MB:TRB:tb

**Request for Information
QUESTIONNAIRE
Minimum Wage Ordinance Education and Outreach**



Contact Information:

Organization: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

Please answer the following questions. Attach additional pages if needed.

Lead Agency or Subcontractor

1. Is your organization interested in being the lead agency for outreach to workers on issues concerning payment of the minimum wage and failure to pay wages required by law in diverse industries, languages and cultural communities within the unincorporated areas of Los Angeles County? (A lead agency would provide services within their area of expertise and subcontract with other organizations to ensure that education and outreach services are provided to workers in the diverse language and cultural communities within the unincorporated areas of Los Angeles County.)

YES

NO

2. Would your organization be interested in being a subcontractor to a lead agency and provide services to workers in the industries, languages or cultural communities served by your organization?

YES

NO

About Your Organization

3. Does your organization provide services in the unincorporated areas of Los Angeles County?
- YES NO
4. Is your agency a non-profit 501 (c) (3) organization? If not, how is your agency constituted?
- YES NO
5. What services does your organization provide to workers concerning minimum wage or labor issues? How many years of experience does your agency have providing these services?
6. Does your organization provide legal services to workers? If so, please provide a brief overview of these services.

7. Which industries, language or cultural communities does your agency primarily serve?
8. How many low wage workers has your agency assisted in the past year?
9. Does your organization assist low wage workers in filing claims with government agencies?
- | | |
|-----|----|
| YES | NO |
|-----|----|
10. Does your organization assist low wage workers in filing legal complaints?
- | | |
|-----|----|
| YES | NO |
|-----|----|
11. Does your organization have experience with immigration issues relating to retaliation?
- | | |
|-----|----|
| YES | NO |
|-----|----|

Best Practices

12. From your experience, what are the most effective ways to get in touch with difficult to reach, low-wage workers?

13. From your experience, what are the best ways to educate workers so they know their rights and are paid what the law requires?

14. From your experience, what are the best ways to get workers to come forward and file complaints with government agencies to enforce their rights as workers?

15. From your experience, how do workers prefer to reach out for assistance; over the phone, in person or online?

16. From your experience, what are the most effective ways to reach workers in languages other than English?

Please mail your questionnaire to:

Wendy Myring
County of Los Angeles
Department of Consumer and Business Affairs
500 West Temple St., Room B-96
Los Angeles, CA 90012

Or by email to:

Tim Bissell
tbissell@dcba.lacounty.gov

Include "WEP RFI Questionnaire" in the subject line.

Please Respond by Tuesday, February 15, 2016

Thank You!